

Hellesdon Parish Council

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Minutes of the Staffing Committee held on
Tuesday 29th August 2017
at 7.00pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT

Mr J Knowles (Chairman)

Mr G Britton Mr R Grady Mrs S Gurney
Mrs S Prutton Mr D King

Mr Mark Knight – Council Administrator

Welcome

The meeting opened at 7.00pm.

1 Apologies

All in attendance.

2 Declaration of Interest and Dispensations

None declared.

3 Minutes of the last meeting

Minutes of the previous meeting held on the 23rd May 2017 were agreed and signed as a true copy.

4 Public Participation

No public were in attendance.

5 The financial report was examined and discussed and a request was made to the Finance Officer to provide a projected spend figure for the next meeting on 13th November 2017.

6 General Information

6.1 It was **RESOLVED** to offer new Councillor training to all new Councillors who have joined since January 2016. The cost to be split equally with Drayton Parish Council and their new Councillors and for the training to take place at Diamond Jubilee Lodge.

6.2 Much discussion took place regarding the historical problems with call out fees, who would be affected by this and how. Ultimately it was decided that the Council had not been

provided with enough information to make a decision and was deferred to the next Staffing Committee meeting on 13th November 2017 with an updated report from the Council Administrator.

6.3 It was **RESOLVED** that a new clock in machine be purchased for office staff at Diamond Jubilee Lodge exclusively for their use with all staff continuing to use said system and not an electronic timesheet.

6.4 It was **RESOLVED** to delegate authority to the Council Administrator and Finance Officer to implement online banking with BACS payments for payroll and other expenditure, with help from the four cheque signatories where necessary.

6.5 The appointment of an official Health and Safety officer was deferred until the appointment of a new Parish Clerk and this responsibility to fall under their purview.

6.6 It was **RESOLVED** to change the signage on the parks owned by the Parish Council to indicate that the park would close at 4pm during Daylight Savings Time and 6pm during British Summer Time, the change coming exactly when the clocks change in accordance with this. The Council Administrator was further instructed to change the shifts of existing staff on weekends to accommodate this.

6.7 **RESOLVED** that under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and the Public for the duration of items 5.4, 5.5 and 5.6 in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted and that this business to be discussed after after the agenda item which confirms the details of the next meeting. **All agreed.**

6.8 Cllr. Knowles gave a verbal report and circulated the findings of the Appeal Panel after a verbal report from the Appeal Panel Chair Cllr. Britton. It was the **RESOLVED** to recommend to Full Council on Tuesday 5th September 2017 the findings of the Appeal Panel for discussion and ratification; with a further recommendation that the Appeal Panel endorse the findings of the original Grievance/Disciplinary Panel Chaired by Cllr. Prutton.

6 **Exchange of information**

Cllr. Gurney gave a full report on the problems currently being experienced with Hellesdon FC and the impact on the staff.

Cllr. Prutton enquired as to the status of the Walk, Scoot, Ride event which will depart from the Hellesdon Community Centre.

Date and Time of Next Meeting

Date and time of next meeting will be Monday 13th November 2017 at 7pm.

Meeting closed at 8.25 pm